

ROUTING AND RECORD SHEET

83-4807/8

SUBJECT: (Optional)

FROM:

EXO/OTE
1026 C of C

EXTENSION

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NO.

DATE

9 December 1983

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TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. EXO/DDA
7D18 HQS

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DD/L Registry
83-4807/s

OTE 83-1344

9 December 1983

MEMORANDUM FOR: Executive Officer, DDA

FROM:

[Redacted]
Executive Officer
Office of Training and Education

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SUBJECT: DCI's Annual Report to Congress

George:

Attached is the OTE contribution for the DDA's report to the
DCI. Please call me on [Redacted] if
you have any questions.

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Attachment
As Stated

UNCLASSIFIED WHEN SEPARATED
FROM ATTACHMENT

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CONFIDENTIALTraining and Education

The trend of upward growth in terms of programs offered and students trained continued for the Office of Training and Education (OTE) during 1983. In addition to the sustained growth, many new activities were initiated. There was an increase of [] students in OTE-conducted courses (35% increase over 1982) and an increase of [] employees enrolled in external training (58% increase over 1982). In the past year, OTE increased the total number of courses offered from 90 to 121, an increase of 34 percent.

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OTE's accomplishments during the 1983 calendar year continue to reflect the goal of providing training and programs that are responsive to customer requirements. The initial steps towards developing a Computer-Based Education system for the Agency were begun in OTE's Language School. It is hoped that instructor-developed and purchased programs will permit the training of additional students and will generate a greater intensity of student interest in the achievement of language skills. The OTE Information Science Center (ISC) continues to reduce the backlog for computer skills training and, at the same time, has developed and presented courses which cover systems recently incorporated by the Agency such as NOMAD and CAMS II. Seminars on Artificial Intelligence were hosted by the ISC for both executive level managers and mid-level analysts. Hundreds of analysts and managers from the Intelligence Community were trained to use the SAFE system.

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The Management School introduced a new program entitled "Agency Orientation and Office Procedures," with the first offering in June 1983. This Course not only provides newly-hired clerical employees with the needed orientation training, but also introduces formats for Agency documentation, telephone skills, and word processing skills. After a few weeks of training, the new clerical is ready to step into the office environment and assume a full range of responsibilities.

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The Executive Development Staff was formed during 1983 and a zero-base review of the Agency's senior officer training was conducted. After thorough research into other major senior executive training programs in academia, government, and business, a new Executive Development Program was proposed. After receiving further refinements as a result of internal Agency surveys and discussions, the new program was approved with the first offering scheduled during February 1984.

The Intelligence Training Division/Analyst Training Branch experienced a more than 100 percent increase in the number of courses conducted for the Directorate of Intelligence (DI). The courses were developed in response to a priority DI objective to improve the professional expertise of analysts. Included among these new programs was a six-week course in military analysis, which is unique to the US Government, and a six-week course for all new analysts which provides for the transition between academia and the analytical environment. Many additional new courses are scheduled to be offered during FY 1984 if resources permit.

In addition to new courses being added to the curriculum, OTE's support functions continued to serve the best interests of the US Government. During January 1983, OTE's Training Support Division coordinated an abbreviated running of the Air Force's Nuclear Weapons Orientation Advanced Course in the Agency's Headquarters Auditorium. By arranging the Course in the Washington Metropolitan Area there was an approximate savings of \$75,000 by the CIA alone in travel costs which would have been incurred by attending the offering at Kirtland Air Force Base, New Mexico. Since the Course was open to the Intelligence Community as well, additional savings were realized by the Navy and the Defense Intelligence Agency.

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Congressional approval was received in November 1983 for upgrading OTE's airlift capability.

OTE's long-term funding requirements are geared to providing the necessary equipment, classrooms, training materials, independent contractors and related services in order to equip employees at every level with the necessary skills ;to perform effectively in the Agency's work environment. ✓

One of the critical elements in the enhancement of the Training facility (C of C Building) has been the construction of the Communications Equipment Room (CER) and four new classrooms. The classrooms will be fully equipped and ready for usage in January 1984. The CER is expected to be operational by mid-1984. The Self-Contained Training Facility (SCTF) [] is expected to be completed in the fourth quarter of 1984, allowing for greater utilization of the Center for expanded operations training courses and other OTE, Agency and Intelligence Community programs. ✓

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